

DEPARTMENT OF COMMUNITY SERVICES
CITY AND COUNTY OF HONOLULU

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KIRK CALDWELL
MAYOR

PAMELA A. WITTY-OAKLAND
DIRECTOR

GARY K. NAKATA
DEPUTY DIRECTOR

May 16, 2014

The Honorable Ernest Y. Martin
Chair and Presiding Officer
and Members
Honolulu City Council
530 South King Street, Room 202
Honolulu, Hawaii 96813

RECEIVED
CITY CLERK
C & C OF HONOLULU
2014 MAY 29 AM 10:30

Dear Chair Martin and Councilmembers:

SUBJECT: Unbudgeted Temporary Position Notification

Section 2-17.2(a) of the Revised Ordinances of Honolulu relating to budget execution authorizes the Mayor to establish, fill and allot funds for temporary positions that are not included in the Executive Operating Budget Ordinance, after notifying the City Council. In accordance with the provisions of this ordinance, this notification is hereby submitted for a Job Resource Specialist I position for the Department of Community Services, Work Readiness and Life Skills Program for the State Department of Human Services' Vocational Rehabilitation and Services for the Blind Division. Additional required information on the position is as follows:

1. Type of Temporary Position Required:

Job Resource Specialist I

As allowed under Section 6-1103(g) of the Revised Charter of the City and County of Honolulu.

2. Anticipated Duration of the Employment of the Temporary Position:

July 1, 2014 to September 30, 2014, with possible extensions/renewals as required and allowable under the Revised City Charter.

3. Cost of the Temporary Position:

\$13,594

This calculation is based upon the duration of the employment and a fringe benefit rate of 45.14%.

4. Source of the Budgetary Savings Which Will Accrue to Finance the Temporary Position:

The salary for the Job Resource Specialist I position is 100% funded by a State of Hawaii Department of Human Services grant.

5. Unforeseen or Emergency Circumstance Justifying the Need for the Temporary Position:

Funding from the State Department of Human Services to serve the Division of Vocational Rehabilitation is on a year-to-year basis. Therefore, this temporary position is necessary to continue the implementation of the Agreement's scope of work to ensure compliance to the terms of this State Agreement.

Please contact me at 768-7760, should you have any questions about this matter.

Sincerely,



Pamela A. Witty-Oakland
Director

cc: BFS Budget Administration Division
Office of the Mayor

APPROVED:



Ember Lee Shinn
Managing Director